

Government of Himachal Pradesh  
Department of Personnel  
Appointment-II

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No. Per (AP-B) A (2)-1/2003-Vol.II Dated Shimla-171002, **6<sup>th</sup> May, 2024**

OFFICE ORDER

In pursuance to the provisions of the Rules 26 and 27 of Rules of Business of the Government of Himachal Pradesh, the Chief Minister, Himachal Pradesh is pleased to revise the item No. 4 of the Annexure-I and substitute Annexure-III & Annexure-IV of the Standing Order in respect of Department of Personnel issued vide Office Order of even number dated 25<sup>th</sup> June, 2021, namely:-

**1. Substitution of item No. 4 of the Annexure-I :**

The existing provision against Item No. 4 & serial No. 1 to 5 of this item shall be substituted as under:-

**4. H.P. Rajya Chayan Aayog (HPRCA) :**

- i) Framing and amendment of establishment/constitution, composition, HPRCA (Business and Procedure) Rules & its amendment(s).
- ii) Appointment, suspension, retirement, termination and prescription of the service conditions of the Chairman and Member(s) of the Aayog.
- iii) Framing of HPRCA, T&C (Chairman and Members) Rules and amendment thereof.
- iv) Framing and amendment of R&P Rules in respect of the establishment of the HPRCA thereof.
- v) Annual Report on the working of the HPRCA.

**2. Substitution of the Annexure-III :**

The existing Annexure-II shall be substituted with the Annexure-II enclosed herewith.

**3. Substitution of the Annexure-IV :**

The existing Annexure-IV shall be substituted with the Annexure-IV enclosed herewith.

By order,

Prabodh Saxena  
Chief Secretary to the  
Government of Himachal Pradesh

Endst. No. as above

Dated Shimla-171002, **6<sup>th</sup> May, 2024**

A copy is forwarded to:-

1. The Principal Secretary to the Chief Minister, H.P.Shimla-2.
2. The Principal Secretary (GAD) to the Government of Himachal Pradesh, Shimla-171002.
3. The Secretary to the Governor, H.P. Shimla-2
4. The Principal Private Secretary to the Chief Minister, H.P.Shimla-2.
5. The Special Private Secretary to Chief Secretary Shimla-2.
6. The Principal Secretary (Personnel) to the Government of H.P. Shimla-2.
7. The Special Secretary (Personnel) to the Government of H.P. Shimla-2
8. The Section Officer (Appointment-I, III & IV, Personnel Accounts & Conf. Cell), H.P. Secretariat Shimla-171002.
9. Spare copies- Five



(Balbir Singh)

Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh

Phone No. 2880 851

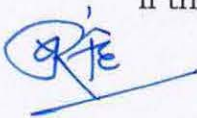
email : [persbr2-hp@nic.in](mailto:persbr2-hp@nic.in)

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CASES TO BE DISPOSED OF AT THE LEVEL OF THE  
ADMINISTRATIVE SECRETARY (PERSONNEL) TO THE  
GOVERNMENT OF HIMACHAL PRADESH

1. Expenditure sanction/administrative approval as per powers delegated by the Finance Department.
2. Grant of leave to ACS/Pr. Secretaries/Secretaries upto fifteen (15) days and making charge arrangement.
3. Grant of casual/earned leave to the Chairman and Members of the H.P. Rajya Chayan Aayog (HPRCA).
4. Grant of leave to IAS/HPAS officer upto 30 days and making charge arrangements (other than those indicated at serial number 1(i) 5 & 6 of Annexure-I and serial No. 2 of Annexure-II).
5. Advice on cases relating to change of date of birth.
6. Sanction of earned leave to DC's upto 15 days and making charge arrangement.
7. All cases concerning establishment of Group-A & B officers of HPPSC, HPRCA & HPAT, other than of purely routine matters.
8. Issue of important instructions relating to CCS (Conduct) Rules, 1964, CCS (CCA) Rules, 1965 and CCS (Temporary Service) Rules etc. and other service matters.
9. Replied to observations of Vidhan Sabha Committees.
10. All major cases of advice on service matter etc. to be tendered to AD's, which involve major implications service matters.
11. Relaxation in R&P Rules.
12. Interpretations/clarifications with regard to provisions prescribed in the R&P Rules.
13. Cases of urgent nature, normally requiring approval of Chief Secretary in his/her absence.
14. Replies to important letters/communications received from the GOI with regard to Reservation Policy in service.
15. All important cases of advice/clarification with regard to reservation in services received from the departments.
16. Clarifications/advice with regard to reservation in services for Ex-servicemen.
17. Clarifications/advice with regard to regularization of daily wagers / contingent paid / work-charged / contractual appointment/ conversion of Part Time workers to daily wagers/ adhoc/tenure or any other mode of appointment as may be decided by the Government from time to time.
18. Official training of officers within India.
19. Legal matters relating to writ petitions before the Hon'ble Supreme Court of India/ Hon'ble High Court, Hon'ble Central Administrative Tribunal and OA before HPAT.
20. All matters/cases authorized to be disposed of at the level of Special/Additional/Joint/Deputy/Under Secretary (Personnel), if the officer(s) happen(s) to be on leave/ training/tour etc.





21. To accord permission for the purchase/sale of immovable or movable property in respect of HPAS officers.
22. Sanction of leave and leave arrangements in respect of IAS and HoDs other than the cases listed at serial number 1(ii) 5 & 6 of Annexure-I and serial number 2, 3 & 4 of Annexure-II.
23. Declaration of equivalence of ex-cadre posts of IAS with the cadre post of IAS.
24. Sanction of pension, DCRG in respect of officer under the Department of Personnel.
25. To accord permission for the purchase/sale of immovable/movable property by all officer and IAS officers below the HAG Grade (Level 15).
26. Continuation of temporary posts under the control of Department of Personnel.
27. All representations concerning the ACR's/APARs as are required to be submitted to higher authorities under rules/orders/instructions issued in this behalf from time to time.
28. Urgent orders of additional charges as stop gap arrangements.
29. Matters relating to grant of permission to HPAS officers for purchase of immovable property within jurisdiction.
30. Cases related to ex-post facto leave sanction in respect of HoDs/HPAS officers.
31. All matters related to sanction of Earned Leave/Half Pay Leave/Commutated Leave/LTC in respect of HPAS officers upto 30 days and assigning of additional charges to other officers.
32. All cases related to intimation under CCS (Conduct) Rules in respect of HoDs/HPAS officers.
33. No objection certification for Foreign visit (Government sponsored) in respect of HPAS/HPSS officers.



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CASES TO BE DISPOSED OF AT THE LEVEL OF THE SPECIAL/  
ADDITIONAL/ JOINT/ DEPUTY/ UNDER SECRETARY (PERSONNEL)

1. Grant of leave to HPSS officers upto 30 days and making charge arrangement.
2. Fixation of pay and allied correspondence thereof.
3. Sanction of encashment of leave in respect of IAS/HoD's/ HPAS/HPSS officers.
4. Official training of officers within the State.
5. To accord permission for the purchase/sale of immovable or movable property in respect of HPSS officers.
6. To accord permission for obtaining loan by HPAS/HPSS officers from Bank for constructions of House/ purchase of Flats/Plots.
7. Sanction of GPF Advances/ withdrawals/House Building Advance/Motor Car Advance to IAS/HoD's/HPAS/HPSS officers:
8. Grant of advance increments on passing departmental examination and confirmation.
9. No objection certificate for procuring passport in respect of IAS officers/ HPAS/HPSS officers and HODs.
10. Matters relating to grant of permission to HPSS officers for sale/purchase of immovable property.
11. Issuance of Final Demand/No Demand certificate in respect of HoD's /HPAS/HPSS officers and other Group-A officers.
12. Cases related to ex-post facto leave sanction in respect of HPSS officers.
13. All matters related to sanction of Earned Leave/Half Pay Leave/Commutated Leave/LTC in respect of HPSS officers upto 30 days and assigning of additional charges to other officers.
14. All cases related to intimation under CCS (Conduct) Rules in respect of HPSS officers.
15. Issuance of 'No Objection' certificates for procuring of Indian Passports in respect of IAS/HPAS/HoDs/HPSS officers.
16. Cases relating to Budget (other than Really New Schemes).
17. Issue of instructions pertaining to service matters.
18. Correspondence regarding writing of APARs.
19. All cases concerning establishment of Group-C & D official of HPPSC, HPRCA & HPAT.
20. All cases of relaxation with regard to promotion/appointment to higher post, which are referred to Personnel Department.
21. All cases of advice to be tendered to the Administrative Departments.
22. All correspondence on important matters in respect of reservation for Scheduled Castes and Scheduled Tribes in services with the GOI and Commissioner for SCs/STs, GOI and replies to the observations made by the Vidhan Sabha Committee on the welfare of Scheduled Castes and Scheduled Tribes.
23. R&P Rules of all departments, their placement before Rules Committee / Sub-Committee.





24. Cases of urgent nature normally requiring approval of Administrative Secretary (Personnel), in his/her absence.
25. Leave encashment (excluding IAS/HoD's)
26. TA/Medical re-imburement cases, Audit & all routine matters.
27. Printing & Maintenance of Civil Lists of officers.
28. Release of installments of HBA in such cases where loan/sanction has already been sanctioned/ approved.
29. Circulation/communication of all decisions/orders of the Government concerning Department of Personnel and disposal of all cases covered under the existing rules/orders/ instructions.
30. All correspondence with the GOI and other State Government Departments, Public Sector Undertakings, Boards, Corporations Autonomous Bodies, Government Universities & Agencies etc. for carrying out the orders of the Government.
31. Issuance of salary slips of HPAS/HPSS officers in case the Controller (F&A), Department of Personnel, happens to be on leave/ training/ tour etc.
32. Disclosure of APAR's/PAR's to the concerned officers.
33. Recording of NRC after the approval of Administrative Secretary (Personnel) to the Government of Himachal Pradesh in case of IAS officers and in other cases without such approval.
34. Matters regarding the first appeals preferred under the RTI Act, 2005.
35. Constitution of DRCs/DPCs for various posts/services under the Government in different Departments.
36. Verification of Character and Antecedents and issuance of instructions therein.
37. Implementation of decisions arrived at the JCC and other meetings.
38. Representations received from various Scheduled Castes/Scheduled Tribes Associations, individual representations and communications received from the officials/ non-officials with regard to reservations policy.
39. All other routine correspondence with Government Departments/ other State Governments/GOI.
40. Acknowledge of letters, issuance of reminders to various officers/ communications.
41. Disposal of work handled by the other Branch Officer of the Department of Personnel in case of non-availability due to leave/training/tour etc.

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